



WCC
Recertification
Handbook

April 2017

The National Alliance of Wound Care and Ostomy® (NAWCO®) is a non-profit organization that is dedicated to the advancement and promotion of excellence in wound care through the certification of wound care practitioners in the United States. The NAWCO is the governing and accrediting body of the WCC credential.

The NAWCO offers the Wound Care Certification WCC Examination to measure academic and technical competence of eligible candidates in the area of Skin and Wound Care Management. Initial certification as a WCC is awarded for a five (5) year period upon receiving a passing score on the examination. Upon expiration of the credentialing term, the WCC is required to recertify with the NAWCO to maintain their credentials.

This handbook contains information regarding the Wound Care Certified, WCC, Recertification process of the National Alliance of Wound Care and Ostomy.

The information contained in this Candidate Handbook is the property of National Alliance of Wound Care and Ostomy, and is provided to candidates who will be taking the certification examination. Copies of this handbook may be downloaded for single personal use, but no part of this handbook may be copied for preparing new works, distribution or for commercial use. NAWCO does not provide permission for use of any part of the handbook.

To avoid problems in processing your application, it is important that you follow the guidelines outlined in this handbook and comply with our required deadlines. If you have any questions about the policies, procedures, or processing of your application after reading this handbook, please contact the National Alliance of Wound Care and Ostomy. Additional copies of the handbook may be obtained from our website: www.nawccb.org. For assistance, please contact us at 877-922-6292 or by email at Recertification@nawccb.org

April 2017



Contents

Objectives of Recertification	4
Administration.....	4
Credentials	4
Scope of Practice	4
Recertification Deadlines	5
Recertification Fee (Non-Refundable)	5
Recertification Requirements	5
Recertification Options	6
<u>Option 1 - Recertification by Examination</u>	<u>6</u>
<u>Option 2 - Recertification by Training.....</u>	<u>7</u>
<u>Option 3 - Recertification by Continuing Education.....</u>	<u>7</u>
Reinstatement of Lapsed Credentials.....	8
Application Process.....	9
Audit Process	9
Recertification Agreement Policy / Statement of Understanding	10
Wound Care Certified WCC® Recertification Application.....	13
Appendix A Wound Care Certified – Recertification by Examination	15
Appendix B-Continuing Education Record.....	16

Objectives of Recertification

Recertification is a means of providing ongoing assessment of continued competence of the WCC and professional growth. The NAWCO mandates recertification every five years to ensure that the WCC is exposed to new clinical advancements and standards of care within the area of skin and wound management.

This assures consumers that any practitioner awarded the WCC credential has kept abreast of any new developments. And has maintained active continuing education and practice activities to strengthen their knowledge in the area of skin and wound management.

Administration

The WCC recertification process is governed and administered by the National Alliance of Wound Care and Ostomy and its Certification Committee.

Credentials

Upon successful completion of the recertification process, candidates may use the initials WCC, Wound Care Certified, to designate their status. Credentials are awarded for a five (5) year period.

Upon expiration of the credentialing term, a WCC is required to recertify with the NAWCO to maintain their credentials. WCC has been registered with the United States Patent and Trademark Office as the official certification mark of the National Alliance of Wound Care and Ostomy.

The NAWCO will award an official numbered certificate to all candidates upon approval and completion of the NAWCO recertification program denoting status as WCC, Wound Care Certified. Certificates of Certification remain the sole property of the NAWCO and must be returned to NAWCO in the event of revocation of the credential.

Scope of Practice

The WCC provides direct patient wound and skin care in ambulatory, acute, long-term care and home care settings. The WCC plays an important role as a direct care provider, educator and resource for optimum patient outcomes in wound and skin care management.

The WCC scope of practice is performed in accordance with legislative code and scope of practice as determined by each respective professional state regulatory board.

Skin and wound management includes the identification, assessment, management, prevention, and continuing evaluation of patients with alterations in skin/tissue integrity, that includes but is not limited to pressure, vascular, arterial and diabetic ulcerations, as well as skin conditions resulting from incontinence, surgical procedures, burns and/or trauma.

Skin and wound management is a specialized area that focuses on overall skin care, promotion of an

optimal wound environment, including prevention, therapeutic and rehabilitative interventions.

Skin and wound management requires the skills of the interdisciplinary team which includes the physician, nurse, WCC, dietitian, physical therapist, occupational therapist, social worker, and other health care disciplines or providers depending upon each individual patient assessment. The physician is the leader of the interdisciplinary care team. Skin and wound care management plans must always be prescribed by the physician.

Recertification Deadlines

All WCC credentials expire five years to the date after initial certification. Expiration dates are located on your WCC certificate.

Applications for recertification will be accepted no earlier than 6 months prior to expiration of WCC credential and no later than postmark of expiration date.

Certification Month and Day Expires:	Earliest Application Submission <i>6 months prior to expiration</i>
January	July
February	August
March	September
April	October
May	November
June	December
July	January
August	February
September	March
October	April
November	May
December	June

Recertification Fee (Non-Refundable)

\$30.00 Application processing fee

\$300.00 Recertification fee

Recertification Requirements

Applicants for recertification of the WCC credential must meet all of the following criteria:

1. Active unrestricted license as a Registered Nurse, Licensed Practical/Vocational Nurse, Nurse Practitioner, Physical Therapist, Physical Therapist Assistant, Occupational Therapist, Physician or Physician Assistant.
2. Current WCC credential. (Not lapsed)

3. Payment of required fees.
4. Submission of recertification application for one of the following recertification options:
 - a. Examination
 - b. Training-Submitted directly to Wound Care Education Institute (www.wcei.net)
 - c. Continuing Education (60 contact hours)

Recertification Options

Each WCC must choose one of the four following recertification options:

Option 1 - Recertification by Examination

This option allows you to apply for recertification by retaking the NAWCO WCC certification examination. The NAWCO WCC certification exam is available in a computerized format with a total testing time of two (2) hours at various computer testing sites. A passing score is required to qualify for recertification. (See official NAWCO WCC Candidate Handbook for more details www.nawccb.org)

You may apply and take the examination for recertification beginning six (6) months prior to expiration of your credential. Upon receipt of your recertification application for examination, a confirmation letter will be sent to you with instructions for scheduling your examination. Please see the official NAWCO WCC Candidate Handbook for exam policies, procedures and study references.

Candidates who take the examination for recertification and are unsuccessful may retake the examination three (3) additional times for a total of four (4) attempts within the last (6) months prior to credential expiration date. If you are unsuccessful after four (4) attempts, you would be required to wait one (1) year prior to reapplying under the rules for Reinstatement of Lapsed Credentials. If, however, you do not complete four (4) exam attempts, you do not have to wait one (1) year prior to reapplying under the rules for Reinstatement of Lapsed Credentials.

All applications must be submitted and exam must be passed prior to expiration of WCC status. Application and \$330 fees are required for each examination. Candidates who do not successfully pass the examination prior to the expiration date of their credentials will be considered “lapsed”. Please refer to “Reinstatement of Lapsed Credentials” section for further information.

By choosing the option of recertification by examination, the WCC forfeits the opportunity for any other options for recertification. Example: A WCC who fails an attempt to recertify by examination cannot then choose to recertify by continuing education credits or by the training program.

Instructions for recertification using Option 1:

1. Complete WCC Recertification Application.
2. Complete WCC Recertification Form Appendix A.
3. Submit both forms along with \$330 fee to
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297 St Joseph, MI 49085-2428
4. Application forms must be submitted and exam passed prior to certification renewal date.

Option 2 - Recertification by Training

This recertification option allows candidates to attend an NAWCO approved Skin and Wound Management Course (on-site or online course only, no exam required-additional fee)

NAWCO approved Skin and Wound Management Course is offered by:

Wound Care Education Institute

877-462-9234

www.wcei.net

Completion of the on-site or online Skin and Wound Management Course must be no sooner than 6 months prior to expiration of WCC status. Upon successful completion of the training course, the NAWCO will send you an email with information on how to download your new materials on the Member's Only section of the NAWCO website.

Instructions for recertification using Option 2:

1. Go to www.wcei.net to register for the Skin and Wound Management Recertification Course. Follow the prompts and complete the registration. Contact the Wound Care Education Institute at 877-462-9234 for assistance with registration.
2. Training course should be completed no earlier than 6 months prior to expiration of your WCC credential.
3. Pay course fee to WCEI (Does NOT include Recertification Fees)
4. Upon successful completion of the course registration, you will be directed to the NAWCO website to complete your recertification by training application process and pay your recertification fees.
5. Course must be completed prior to certification renewal date.
6. Once the course has been completed, the NAWCO will send you an email with information on how to download your new materials on the Member's Only section of the NAWCO website. Your recertification will not be approved if you have not completed the Recertification by Training Application and paid the Recertification Fees.

Option 3 - Recertification by Continuing Education

To recertify by continuing education, sixty (60) contact hours (same as clock hours) of continuing education related to wound or skin care management must be earned within the five year certification period. All contact hours must be obtained during the five year period to ensure adequate and current continuing education. A contact hour is defined as a unit of measurement that describes 1 hour of an approved organized learning experience.

To receive credit for the contact hours, the educational program must be approved/accredited by either the state board governing your primary license (or any state board governing the professional license type under which you practice), the American Nurses Credentialing Center (ANCC), American Physical Therapy Association, (APTA), Accreditation Council for Continuing Medical Education (ACCME), or Council on Podiatric Medical Education (CPME).

You are not required to submit copies of continuing education certificates with your recertification application. Each WCC is responsible for maintaining his/her own records of CE programs completed. In general, records should be kept for two renewal periods (ten years). In the event you are selected by the NAWCO for an audit, you will be required to submit copies of certificates, etc. at that time.

Instructions for recertification using Option 3:

1. Complete WCC Recertification Application.
2. Complete WCC Recertification Form Appendix B.
3. Submit both forms along with \$330 fee to:
National Alliance of Wound Care and Ostomy
717 Saint Joseph Dr Ste 297 St Joseph, MI 49085-2428
-or- by fax at 800-352-8339
4. Application forms must be postmarked (or faxed) prior to expiration date of WCC credential.

Reinstatement of Lapsed Credentials

Requirements for reinstatement of lapsed WCC credentials are by examination only and include all of the following criteria:

1. Active unrestricted license as a Registered Nurse, Licensed Practical/Vocational Nurse, Nurse Practitioner, Physical Therapist, Physical Therapist Assistant, Occupational Therapist, Physician Assistant, OR Physician.
2. Previous WCC certification.
3. Active involvement in the care of wound care patients, or in management, education or research directly related to wound care for at least two years full-time or 4 years part-time within the past 5 years.
4. Completion of application.
5. Payment of required fee.
6. Receive passing score on examination within two years or four attempts (whichever comes first) of credentials lapse*.

*After two years/four attempts, you will no longer be able to reinstate your lapsed credentials. You will be required to wait one year and will need to meet all the eligibility requirements again for certification under one of the existing certification options.

**If you fail to attempt to recertify within two years of credential expiration and allow your credential to lapse, you do not need to wait one year before meeting the eligibility requirements again for certification under one of the existing certification options.

***If you can demonstrate that you were falsely imprisoned, held hostage or otherwise held against your will, on active duty out of the US in the military, or in a coma, and as a result, unable to complete your recertification prior to credential lapse, then you may reinstate your credential via any of the recertification options available.

Application Process

The processing of your WCC recertification application takes approximately 2 weeks. If your application is approved, you will receive an email of approval with information on how to download your new documents online. Recertification of your WCC credential will be granted for five years. If your application is denied, you will be notified in writing. Application fees are deposited upon receipt. If you withdraw your application after submission, there are no refunds. If your application is denied, you will be issued a refund less a \$30 application processing fee.

It is not necessary to send any supporting CEU certificates with your application. Each WCC is responsible for maintaining his/her own records of CE programs completed. In general, records should be kept for two renewal periods (ten years). In the event you are selected by the NAWCO for an audit, you will be required to submit copies of certificates, etc. at that time. If questions arise during the review of your application, you will be contacted via telephone or certified mail. You will have 15 days from the day you receive the letter to respond.

Deadlines and time frames are strictly enforced and the postmark is very important; whether your application meets the deadline is determined by the postmark. This means that if you mail your application close to the application deadline, you might not learn whether your certification has been renewed until after the expiration date.

If at any time you have questions regarding the recertification process, please call NAWCO at: 877-922-6292.

Audit Process

The National Alliance of Wound Care and Ostomy conducts random audits to determine compliance with the recertification requirements. Any WCC selected for audit will be notified by e-mail within two weeks of application receipt. If audited, the documentation required for audit must be submitted to the National Alliance of Wound Care and Ostomy within 30 days of notice. A WCC may not renew his/her credential until audit documentation is received and approved by the National Alliance of Wound Care and Ostomy. Non-compliance will result in recertification by examination only.

Recertification Agreement Policy / Statement of Understanding

The National Alliance of Wound Care and Ostomy (NAWCO) is dedicated to the advancement and promotion of excellence in the delivery of skin and wound care management to the consumer.

1. NAWCO has established a formally documented program under which any current WCC can recertify to demonstrate competence relating to their proficiency in skin and wound management. This program includes the WCC professional Wound Care Certified certification credentials. Successful participants in this program will become authorized to use the WCC certification credential.
2. Definitions:
 - 2.1 "WCC" means any professionals currently certified by the National Alliance of Wound Care and Ostomy, in consideration for being allowed to recertify by the NAWCO, agreed to the terms of this NAWCO Recertification Program Candidate Agreement ("Agreement").
 - 2.2 "Marks" means the service mark and logo pertaining to the certification credential.
3. Recertification: Applicant's recertification credential is based on Applicant's successful completion of one of the four required recertification options and Applicant's compliance with this Agreement and the requirements described in the corresponding NAWCO trademark guidelines, the terms of which are incorporated herein by reference, and which may be changed from time to time by NAWCO in its sole discretion. Applicant acknowledges that NAWCO has the right to change at any time the requirements for obtaining or maintaining any certification and/or to discontinue any certification in NAWCO's sole discretion. Once recertification is granted, applicant may maintain Applicant's certification by completing, within the time frame specified by NAWCO, all continuing certification requirements, if any, that correspond with Applicant's WCC credential. NAWCO is responsible for keeping Applicant informed of NAWCO's continuing certification requirements and for maintaining Applicant's certification. If Applicant does not complete the continuing recertification requirements within the time frame specified by NAWCO, Applicant's certification for that credential will be revoked without further notice, and all rights pertaining to that certification (including the right to use the applicable Marks) will terminate. Applicant retains Applicant's certification status if Applicant leaves Applicant's current employment and/or begins working with a new organization. However, Applicant may not transfer Applicant's certification status to another person. Applicant agrees to make claims regarding certification only with respect to the scope for which the certification has been granted. Applicant agrees to discontinue use of the WCC credential and promotion of the certification immediately upon expiration, suspension or withdrawal of certification. Applicant further swears to notify the NAWCO in writing within 10 business days if they learn they are no longer eligible to hold the WCC credential, such as in the event of suspension, placement of restrictions upon or revocation of the primary professional license. In the event of revocation of the credential, the applicant agrees to return the Certificate of Certification via postal mail to the NAWCO address listed on the website at www.nawccb.org.
4. Notwithstanding anything in this agreement to the contrary, NAWCO has the right not to grant, continue, or renew applicant's certification if NAWCO reasonably determines that applicant's certification or use of the corresponding marks will adversely affect the NAWCO. This agreement applies to WCC certification obtained by applicant.
5. Grant and Consideration: Subject to the terms and conditions of this Agreement, NAWCO grants to Applicant a non-exclusive, personal and non-transferable license to use the Marks solely in connection with providing services corresponding to the certification credential Applicant has achieved. Applicant

may use the Marks on such promotional, display, and advertising materials as may, in Applicant's reasonable judgment, promote the services corresponding to Applicant's certification credential and which are permitted by the terms of the NAWCOs trademark guidelines corresponding to the certification credential. Applicant may not use the Marks for any purposes that are not directly related to the provision of the services corresponding to Applicant's particular certification. Applicant may not use the Marks of WCC unless Applicant has completed the recertification requirements for the WCC certification credential and has been notified by NAWCO in writing that Applicant has achieved certification status of WCC. NAWCO reserves the right to revise the terms of this Agreement from time to time. In the event of a revision, Applicant's signing or otherwise consenting to a new agreement may be a condition of continued certification.

6. Term and Termination

Term: This Agreement will commence immediately upon Applicant's acceptance of the terms and conditions of this Agreement prior to approval of recertification application.

Termination by Either Party. Either party may terminate this Agreement without cause by giving thirty (30) days or more prior written notice to the other party.

Termination by NAWCO. Without prejudice to any other rights it may have under this Agreement or in law, equity, or otherwise, NAWCO may terminate this Agreement upon the occurrence of any one or more of the following events ("Default"):

- (i) If Applicant fails to perform any of Applicant's obligations under this Agreement;
- (ii) If any government agency or court finds that any services as provided by Applicant are defective or improper in any way, manner or form; or
- (iii) If actual or potential adverse publicity or other information, emanating from a third party or parties, about Applicant, the services provided by Applicant, or the use of the Marks by Applicant causes NAWCO, in its sole judgment, to believe that NAWCO's reputation will be adversely affected. In the event of a Default, NAWCO will give Applicant written notice of termination of this Agreement.
- (iv) Applicant fails to meet recertification criteria prior to expiration date of their credentials. In the event of a Default under (ii) or (iii) or above, NAWCO may immediately terminate this Agreement with no period for correction and without further notice. In the event of a Default under (i) or (iv) above, or at NAWCO's option under (ii) or (iii) above, Applicant will be given thirty (30) days from receipt of notice in which to correct any Default. If Applicant fails to correct the Default within the notice period, this Agreement will automatically terminate on the last day of the notice period without further notice.

Effect of Termination: Upon termination of this Agreement for any reason, Applicant will immediately cease all display, advertising, and other use of the Marks and cease all representations of current certification. Upon termination, all rights granted under this Agreement will immediately and automatically revert to NAWCO.

7. Conduct of Business. Applicant shall:

- (i) Exercise its independent business judgment in rendering services to Applicant's customers;
- (ii) Avoid deceptive, misleading, or unethical practices which are or might be detrimental to NAWCO or its products; and
- (iii) Refrain from making any representations, warranties, or guarantees to customers on behalf of NAWCO.
- (iv) Without limiting the foregoing, Applicant agrees to not misrepresent Applicant's certification status or Applicant's level of skill and knowledge related thereto.

8. Indemnification By Applicant: Applicant agrees to indemnify and hold NAWCO harmless against any loss, liability, damage, cost or expense (including reasonable legal fees) arising out of any claims or suits made against NAWCO
 - (i) by reason of Applicant's performance or non-performance under this Agreement;
 - (ii) arising out of Applicant's use of the Marks in any manner whatsoever except in the form expressly licensed under this Agreement; and/or
 - (iii) for any personal injury, product liability, or other claim arising from the promotion and/or provision of any products or services by Applicant. In the event NAWCO seeks indemnification under this Section, NAWCO will notify Applicant in writing of any claim or proceeding brought against it for which it seeks indemnification under this Agreement. In no event may Applicant enter into any third party agreements which would in any manner whatsoever affect the rights of, or bind, NAWCO in any manner, without the prior written consent of NAWCO. This Section shall survive termination or expiration of this Agreement and all NAWCO recertification programs for any reason.

9. Disclaimer of Warranties; Limitation of Liabilities: NAWCO makes, and Applicant receives, no warranties or conditions of any kind, express, implied or statutory, related to or arising in any way out of any recertification, any NAWCO certification program, or this Agreement. NAWCO specifically disclaims any implied warranty of merchantability, fitness for a particular purpose and non-infringement of any third party rights. In no event shall NAWCO be liable for indirect, consequential, or incidental damages (including damages for loss of profits, revenue, data, or use) arising out of this Agreement, any NAWCO recertification program, or incurred by any party, whether in an action in contract or tort, even if NAWCO has been advised of the possibility of such damages. NAWCO's liability for damages relating to any recertification, any NAWCO certification program, or this Agreement shall in no event exceed the amount of application fees actually paid to NAWCO by Applicant. Some jurisdictions do not allow limitations of the liability so certain of these limitations may not apply; however, they apply to the greatest extent permitted by law. Applicant acknowledges and agrees that NAWCO has made no representation, warranty, or guarantee as to the benefits, if any, to be received by Applicant from third parties as a result of receiving certification. This Section shall survive termination or expiration of this Agreement and all NAWCO recertification programs for any reason.

10. General Provisions: Wisconsin law, excluding choice of law provisions, and the laws of the United States of America govern this Agreement. Failure to require compliance with a part of this Agreement is not a waiver of that part. If a court of competent jurisdiction finds any part of this Agreement unenforceable, that part is excluded, but the rest of this Agreement remains in full force and effect. Any attempt by Applicant to transfer or assign this Agreement or any rights hereunder is void. Applicant acknowledges and agrees that Applicant and NAWCO are independent contractors and that Applicant will not represent Applicant as an agent or legal representative of NAWCO. This Agreement and all documents incorporated herein by reference are the parties' complete and exclusive statement relating to their subject matter. This Agreement will not be supplemented or modified by any course of dealing or usage of trade. Any modifications to this Agreement must be in writing and signed by both parties. Applicant agrees to comply, at Applicant's own expense, with all statutes, regulations, rules, ordinances, and orders of any governmental body, department, or agency which apply to or result from Applicant's rights and obligations under this Agreement.



Wound Care Certified WCC® Recertification Application

Name: _____
(As it appears on your professional license)

Mailing Address: _____
Street City State Zip

WCC Certification Number: _____ Email: _____

Daytime Telephone: _____ Evening Phone: _____

Current Professional License: LPN/LVN RN NP/APN OT PT PTA MD DO DPM PA

Professional License #: _____ State: _____ Original Issue Date: ___/___/___ Expiration: ___/___/___

Name of Current Employer: _____ Type: Hospital Acute Rehab Long Term Care
 LTACH LTC/SNF Home Care Hospice Independent Consultant Outpatient Education Admin Sales

Recertification Pathway (Select One)

- Option 1 - Recertification by Examination Forms: Appendix A
- Option 2 - Recertification by Training* APPLICATION ALSO AVAILABLE ONLINE FOR THIS PATHWAY
- Option 3 - Recertification by Continuing Education Forms: Appendix B

***You must register directly at www.wcei.net FIRST. Then to www.nawccb.org to complete the online application for this pathway.**

Agreement Authorization and Certification Information Release

By submitting this WCC® Recertification Application, I acknowledge that all supporting documentation provided is true and accurate. If the activities listed on the WCC® Activity Report or the supporting verification documents are falsified in any fashion, I understand that this will result in the revocation of my WCC® credential. I affirm that I am legally licensed to practice in my state with one of the licenses listed above.

I further affirm that no licensing authority has current disciplinary action pending against my license to practice in the aforementioned or any other state, and that my license to practice is not currently suspended, restricted or revoked by any state or jurisdiction.

I authorize the National Alliance of Wound Care and Ostomy® Certification Board to make whatever inquiries and investigations that it deems necessary to verify my credentials and professional standing. I further allow the National Alliance of Wound Care and Ostomy® Certification Board to use information from my application for the purpose of statistical analysis, provided my personal identification with that information has been deleted.

I have read and understand all the information provided in the NAWCO® recertification handbook. I further agree to abide by the policies and procedures as set forth in the NAWCO® recertification handbook and all conditions included in the NAWCO® candidate recertification agreement.

For listing in the National Alliance of Wound Care and Ostomy® Directory, I hereby authorize the National Alliance of Wound Care and Ostomy® its licensees, successors, and assigns (collectively "NAWCO®") the right to publish and release my name, past and present certification status under the NAWCO® WCC® Certification Directory, and state/province (collectively "Certification Information") in print and electronic versions of a worldwide directory of NAWCO® "WCC®" Certified Practitioners.

If the NAWCO®, is required by law to release your confidential information, you will be notified by email at the address we have on file, unless prohibited by law. I release the NAWCO®, its subsidiaries and affiliates and their employees, successors, and assigns from any claims of damages for libel, slander, invasion of rights of privacy or publicity, and any other claim based on the publication or release of any Certification Information as specified in this Certification Information Release.

I agree to make claims regarding certification only with respect to the scope for which the certification has been granted. I agree to discontinue use of the WCC® credential and promotion of the certification immediately upon expiration, suspension or withdrawal of certification. I further swear to notify the NAWCO® in writing within 10 business days if I learn I am no longer eligible to hold the WCC® credential, such as in the event of suspension, placement of restrictions upon or revocation of the primary professional license. I understand that failure to notify the NAWCO® of any of the above listed disciplinary actions will result in revocation of certification and/or denial of recertification. In the event of revocation of the credential, I agree to destroy the Certificate of Certification.

By signing this agreement, I hereby swear and attest to all the contents of the Candidate Recertification Agreement Policy / Statement of Understanding contained within this Candidate Recertification Handbook.

Signature _____ Date _____

Payment Information

Recertification Fees**

Recertification by Examination -or-	\$300.00
Recertification by Training -or-	\$300.00
Recertification by Continuing Education	\$300.00
Required Application Processing Fee	\$ 30.00
Total Amount Due	\$330.00

Make checks or Money order payable in US dollars to the "National Alliance of Wound Care and Ostomy" and submit with recertification application to **717 Saint Joseph Dr Ste 297 St Joseph, MI 49085-2428-OR- By Fax to 800-352-8339**

If you wish to make your payment by credit card (Visa, MasterCard, American Express) please complete the following credit card authorization form.

**If you are deemed ineligible for recertification, excluding failure of examination, the \$300 recertification fee will be refunded to you within two weeks of application processing. If you withdraw your application after submission, you are not eligible for any refunds.

*If you are taking the Wound Care Education Institute class to Recertify by Training, you still need to complete the online application or submit this paperwork and pay your recertification fees. Their application process and course fees **DO NOT** include the WCC Recertification paperwork and fees.

Credit Card Authorization

(Complete this section ONLY if paying by credit card)

I, _____, hereby authorize the National Alliance of Wound Care and Ostomy to

(Name exactly as it appears on card)

charge my credit card account for the amount of the Recertification fee of \$300.00 plus Application fee of \$30.00.

Visa

MasterCard

American Express (NO DISCOVER)

Credit Card Number _____

Expiration Date ____/____/____ Security Code* _____

*3-digit code found on signature strip at the end of a series of numbers

Credit Card Billing Address: (Address where cardholder receives bill)

Street _____

City _____ State _____ Zip _____

Telephone: _____ Cardholder Signature: _____ Date: _____

Recertification Checklist

- Completed and signed recertification application.
- Enclose payment including recertification fee and application processing fee and include one of the following additional forms per recertification option:
 - Recertification by Examination - Completed and attached Appendix A
 - Recertification by Continuing Education - Completed and attached Appendix B

Appendix A Wound Care Certified – Recertification by Examination

Examination Type

Recertification

ADA Accommodations

Yes, special arrangements will be necessary for me to complete the examination under the Americans with Disabilities Act. If yes contact the NAWCO at 877-922-6292 or email: ADA_Information@Nawccb.org

